Prepared by:
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STATE OF NORTH CAROLINA

COUNTY OF JACKSON

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (the "Memorandum") made and entered into this the _____ day of May, 2026, by and between the **JACKSON COUNTY BOARD OF ELECTIONS**, 876 Skyland Drive #1, Sylva, North Carolina 28779 (the "Board") and **WESTERN CAROLINA UNIVERSITY**, 1 W University Way, Cullowhee, North Carolina 28723 (the "University"); collectively, the "Parties."

WITNESSETH

WHEREAS, the Board has the responsibility of overseeing, monitoring, and regulating all state, county, and municipal elections in Jackson County, North Carolina; and,

WHEREAS, the Board is responsible for, and empowered to establish voting sites throughout Jackson County, North Carolina; and,

WHEREAS, the University desires to provide a voting site for the 2026 General Election, as well as for future elections.

NOW, THEREFORE, the Board and University enter into this Memorandum with the intent to enter into a future contract with the following provisions:

1. Site: Multi-Purpose Room #204, within the Health and Human Sciences Building located at 4121 Little Savannah Drive, Cullowhee, North Carolina 28723 (the "Room"); and,

2. Period of Use: The Room shall be made available for the Early Voting Period as designated by the Board, as well as for the actual Day of Voting in 2026, as well as for all future Early Voting periods and Actual Day of Voting for the next 10 years; and,

3. Parking: The University shall provide 20 parking spaces in the upper parking lot closest to the building; these parking sites shall be designated specifically for voters and shall have a sign prominently displayed for each parking spot that states, "Reserved for Voting" and "15 Minute Time Period"; the University shall also provide adequate parking closest to the Health and Human Sciences Building (the "Building") for Curbside Voting; and,

4. Tent Area: The University shall provide adequate space within close proximity of the Building so that the various political parties may erect tents to display campaign materials and other various voter information; and,

5. Electronic Signage: The University shall display an electronic sign on Highway 107 directing traffic up Little Savannah Road that leads to the Building; additionally, the University shall display an electronic sign on Little Savannah Road directing traffic into the parking lot of the Building; and,

6. Parking Lot Signage: The University shall prominently display signs within the Building Parking Lot directing voters to the proper location; the University shall cover all, "Do Not Enter" signs in the upper parking lot of the Building; and,

7. Wi-Fi: The University shall provide adequate wireless connectivity throughout the periods of Early Voting and the Day of Voting to support the voting staff; and,

8. Equipment: The University shall provide an adequate number of rectangular tables to assist with voting, as well as adequate number of chairs; and,

9. Maintenance of Room: The Board shall ensure the Room is cleaned following each use and shall return the room to the same condition as practicable following its use; and,

10. Cost: The University shall allow the Board to use the Room for no cost;

11. Termination: Either Party can terminate any agreement entered into with a 90-day written notice; and,

12. Binding Agreement: This Memorandum confirms what the Parties agree to commit to in a future written Contract; should either of the Parties materially deviate from this Memorandum, then either Party can immediately terminate this Memorandum and neither Party shall be bound by the terms contained herein.

SIGNATURES ON THE FOLLOWING PAGE

IN WITNESS WHEREOF, the Parties set their hand and seal the day and year first written above.

WESTERN CAROLINA UNIVERSITY

_____ (SEAL)
_____, _____

JACKSON COUNTY BOARD OF ELECTIONS

_____ (SEAL)
William Thompson, Chairman